

MNSCU SECURITY COORDINATOR

KIND OF WORK

Professional security lead work directing the provision of protection for buildings, persons and property at a higher education facility.

NATURE AND PURPOSE

Under limited supervision, an employee in this class is responsible for developing comprehensive security and protection policies and procedures, training staff, and directing and administering operations for a large educational complex of buildings. Responsibilities include coordinating security systems and programs through partnerships with the greater area community organizations, and multiple colleges and universities that are housed on a shared campus. Responsibilities include providing lead work direction to other security staff; providing training in proper security methods and principles; establishing policies and procedures, logs, and response plans; researching for and coordinating security systems; preparing mandated reports; participating in pandemic and strategic security planning; and budget management. May serve as an assistant to a managerial level Security Director. The employee is also responsible for developing and maintaining effective relationships between the security force, the general public, students, staff, faculty and governmental/community officials.

This class differs from the Campus Security Supervisor, because the primary role of this class is the development of policies and procedures, administration and coordination of various security programs, security system administration, and developing and conducting training. The Campus Security Supervisor's primary role is hiring, disciplining, scheduling, assigning and directing the work of the Campus Security Officers and indirectly the student staff.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Direct the campus security and crime prevention programs to ensure protection of persons and property by developing, updating and maintaining policies and procedures; monitoring and administering budget related resources effectively and making fiscal recommendations; designing logs and response plans; developing, operating and managing security alarm and monitoring systems; by developing and coordinating with other institutions in a shared-space environment a comprehensive security program and participating in pandemic and strategic planning processes.

Direct local incident operations to ensure safety by responding to emergency situations and taking steps to protect lives and property; by limiting and controlling access to hazardous situations and following through with local/regional officials to bring situations under control; making decisions to lock down facilities; and by investigating incidents, documenting, tracking and preparing reports.

Direct local operations and security personnel, including student staff, to ensure a safe campus environment by assessing job candidates and recommending hiring staff, scheduling staff, providing work direction, coordinating training, and by administering the security parking, operations and enforcement.

Direct the educational security and crime prevention programs to ensure security awareness and adherence to policy and proper responses by coordinating security education sessions for students; recommending an annual training plan for the security department; developing and conducting or arranging training for all personnel in proper methods and practices of security measures; and preparing annual federal, state and local reports as mandated by Homeland Security and the Jeanne Cleary Act.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Campus buildings, departmental locations, and emergency equipment locations to design security systems, assign patrols and ensure safety.

Shared institutions policies and procedures, administrative rules, regulations and procedures governing security sufficient to ensure adherence to individual policies and assure coordinated administration and responses.

State, Federal and local ordinances pertaining to law enforcement, and of reporting requirements including Homeland Security mandates and pandemic planning sufficient to ensure compliance.

The principles of effective human/public relations for interviewing witnesses, victims, suspects; defusing conflicts and violent situations and racial profiling sufficient to maintain control and assure non-discrimination and proper documentation.

Effective methods of investigation, proper safety precautions and first aid techniques and the ability to train other security personnel in the proper usage of these methods sufficient to ensure complete and accurate reports, retain chain of custody for evidence, and assure safety and security for all involved.

Budget management, practices and principles sufficient to prepare recommendations, administer funds and report on expenditures.

Public safety communications principles and associated FCC regulations, police emergency response and emergency medical safety procedures and techniques sufficient to ensure compliance with regulations and policies, provide required documentation and reports, train security staff and educate the student/staff population.

Ability to:

Direct and coordinate the activities of a large group of employees sufficient to provide a safe, secure environment for the campus and surrounding public areas.

Respond to emergencies that may require physical exertion such as running, physically restraining a person, lifting an injured person, etc.

Establish and maintain effective working relationships with administrators, Federal, State, regional and local law enforcement, environment specialists and fire departments, MnSCU system office, students, faculty, staff and general public to be able to react quickly, coordinate effectively with these constituents to provide a safe secure environment.

Interpret, explain and enforce laws, rules and regulations sufficient to consistently apply them in all situations.

Keep detailed records and write detail reports sufficient to be in compliance with local ordinances, state, Federal regulations, Homeland Security mandates and Jeanne Cleary Act.

Operate a personal computer to research and keep informed of any new developments in security related matters sufficient to track, log, write reports, and monitor incidents.

Work effectively in a culturally diverse community.

LEGAL OR LICENSURE REQUIREMENT (These must be met by all employees prior to attaining permanent status in the class.)

A valid State of Minnesota Class D Driver's License

SPECIAL CONDITIONS

Emergencies and life threatening situations require quick reaction time and physical exertion beyond the physical effort found in sedentary work.

Est.: 9/92
Rev.:

T.C.: 11/09
Former Title(s): University Security
Coordinator